

Wisconsin Department of Safety and Professional Services

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DIVISION OF LEGAL SERVICES AND COMPLIANCE

COMPLAINT FORM

COMPLETION OF THIS FORM IS VOLUNTARY

PLEASE PRINT CLEARLY OR TYPE

Patient Name (First, Middle, Last)		Date of Birth
Your Name (First, Middle, Last), if you are not the patient		
Address		
City	State	Zip
County	Area Code	Phone #
	()	
Email Address		

Complaint Against		
Profession		
Address		
City	State	Zip
County	Area Code	Phone #
	()	

PLEASE NOTE: SEE PAGE 3 FOR IMPORTANT INFORMATION AND A LIST OF THE PROFESSIONS, OCCUPATIONS, ACTIVITIES AND BUSINESSES REGULATED BY THE DEPARTMENT OR BOARDS ATTACHED TO IT.

1. When did the incident occur? If you do not know the exact date, make as close an estimate as possible.

2. Did the incident occur in a facility, private office, home, etc.? Provide specific names and addresses of each place involved in the incident.

3. If you have spoken to the person about your complaint, what was his/her response?

4. If your complaint is, or has been, under consideration by any agency or court anywhere, provide information.

5. Who else has information related to this incident? Provide names, addresses, and phone numbers for those persons.

[PLEASE BE SURE TO SIGN YOUR NAME ON THIS FORM AND DATE IT]

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6. Describe the incident you are complaining about. Include as much specific information as possible. Attach additional pages if needed.

ATTACH COPIES OF ANY DOCUMENTS RELEVANT TO THE INCIDENT. (NOTE: IT IS VERY IMPORTANT TO KEEP ALL MATERIAL RELATED TO THIS COMPLAINT SUCH AS BILLINGS, PERSONAL NOTES, PILL BOTTLES OR OTHER MATERIALS).

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SIGNATURE (First, Middle, Last)

DATE FORM SIGNED

Wisconsin Department of Safety and Professional Services

GENERAL INFORMATION

Staff in the Division of Legal Services and Compliance of the Wisconsin Department of Safety and Professional Services investigate, and when appropriate, prosecute complaints against persons, organizations and business establishments regulated by the department and the regulatory boards attached to it. (A list of the groups regulated appears below). The boards and department establish and enforce standards of professional conduct for licensed persons and businesses and ensure that other persons are not practicing those occupations or professions and operating businesses unless licensed. The department and boards generally have the authority to reprimand a licensee, suspend or revoke the license of a licensee, limit the licensee's license or dismiss the complaint. Some boards can make additional determinations. The department and boards do not have the authority to award monetary damages or compel corrective actions, as these are primarily court functions.

This form is provided as a convenient means to submit the facts necessary to initiate an investigation. Your complaint will be reviewed to determine whether there appears to be a violation of the law or rules enforced by the appropriate board or the department. If the matter is investigated, it is likely that all persons with information about the case, including the person about whom you are complaining, will be contacted. Once the investigation is complete, a decision will be made as to an appropriate course of action to take. The case may be closed or formal disciplinary action may be commenced against the person about whom you are complaining. If the latter action is taken, there will likely be a hearing before either the relevant board or an administrative law judge. In any event, both the person making the complaint and the person against whom the complaint is made will be advised of the action taken in the case. Under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after board or agency action is completed.

Sec. 440.042(2), Stats., provides: "Any person who in good faith testifies before the department or any examining board, affiliated credentialing board or board in the department or otherwise provides the department or any examining board, affiliated credentialing board or board in the department with advice or information on a matter relating to the regulation of a person holding a credential is immune from civil liability for his or her acts or omissions in testifying or otherwise providing such advice or information. The good faith of any person specified in this subsection shall be presumed in any civil action and an allegation that such a person has not acted in good faith must be proven by clear and convincing evidence."

If you have any questions about this form or the procedure that will take place, please contact the department staff at (608) 266-7482.

The following professions, occupations, activities and businesses are regulated by the boards and department:

Accountants-Certified Public Accountants and Firms	Landscape Architects
Acupuncturists	Manicurists and Manicuring Establishments
Aestheticians and Aesthetician Establishments	Marriage and Family Therapists
Appraisers-Licensed-General and Residential Real Estate	Massage Therapists or Body Workers
Architects	Midwives, Licensed
Architectural and Engineering Corporations	Mixed Martial Arts-Clubs, Contests, Instructors, Promoters
Athlete Agents	Music, Art and Dance Therapists
Athletic Trainers	Nurses-Advanced Practice-Licensed Practical-Midwife-Registered
Auctioneers and Auction Companies	Nursing Home Administrators
Audiologists	Occupational Therapists and Occupational Therapy Assistants
Barbering and Cosmetology Establishments	Optometrists
Barbering and Cosmetology Managers	Perfusionists
Barbering and Cosmetology Practitioners	Pharmacies
Behavior Analysts	Pharmacists and Assistant Pharmacists
Boxing-Clubs, Contests, Instructors, Promoters	Physical Therapists and Physical Therapist Assistants
Cemetery Preneed Sellers	Physicians (doctors of medicine and osteopathy)
Cemetery Salespersons and Authorities	Physician's Assistants
Charitable Organizations	Podiatrists
Chiropractors, Chiropractic Technicians and Chiropractic Radiological Technicians	Private Detectives and Agencies
Crematory Authorities	Private Security Persons
Dental Hygienists	Professional Counselors
Dentists	Professional Employers-Groups-Organizations
Designers of Engineering Systems	Psychologists and Private Practice School Psychologists
Dietitians	Radiographers
Drug Distributors and Manufacturers	Real Estate Brokers, Corporations and Partnerships
Electrologists and Electrology Establishments	Real Estate Salespersons
Engineers-Professional	Respiratory Care Practitioners
Firearms Certifiers	Sanitarians-Registered
Fund Raising Counsels	Schools and Instructors of Barbering, Cosmetology, Aesthetics, Electrology and Manicuring
Fund Raisers-Professional	Sign Language Interpreters
Funeral Directors and Apprentices	Social Workers
Funeral Establishments	Soil Scientists-Professional and Soil Science Firms
Geologists-Professional and Geology Firms	Speech Language Pathologists
Hearing Instrument Specialists	Substance Abuse Counselors (Prevention Specialists, Independent & Intermediate Clinical Supervisors)
Home Inspectors	Time-Share Salespersons
Hydrologists-Professional and Hydrology Firms	Veterinarians and Veterinary Technicians
Interior Designers	
Land Surveyors	